

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
MERIT PROMOTION PLAN VACANCY ANNOUNCEMENT**

Announcement Number: 04-183-DC

Opening Date: 07/15/04

Closing Date: 07/30/04

POSITION TITLE	FULL PERFORMANCE LEVEL
Paralegal Specialist (This is a bargaining unit position.)	SK-11
PAY PLAN, SERIES, AND GRADE REQUIRED	COMPETITIVE CIVIL SERVICE STATUS
SK-950-9 (\$45,364 - \$65,306 per annum)	
NUMBER OF VACANCIES	WORK SCHEDULE
One	Full-time (Permanent Position)
AREA OF CONSIDERATION (U.S. Citizenship Required)	ORGANIZATION AND DUTY STATION
Current Federal Employees, ICTAP, and Reinstatement Eligibles - Nationwide	Division of Enforcement Office of Assistant Director #10 Washington, DC

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: WWW.SEC.GOV/JOBS.SHTML

SUMMARY OF DUTIES: The incumbent provides substantive legal research and analytical assistance primarily to the legal staff of the Office of Assistant Director. He/she reviews and evaluates case files and evaluates information obtained for alleged violations of the Federal securities laws, notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated), and prepares routine legal papers, such as affidavits of service, subpoenas, document requests, etc. He/she prepares drafts of segments of briefs or action memoranda; writes in-depth memoranda or reports to present and explains findings and supports recommendations and conclusions. He/she may participate with attorneys in the interview and preparation of witnesses for testimony, prepares lists of questions and relevant information for the attorneys' use in questioning witnesses (e.g., significant biographical data, relevant employment history, and other significant events pertinent to the matter at hand), and researches and analyzes agency statutes, complex points of law, administrative and judicial decisions or opinions, and legislative history. The incumbent locates documents and evaluates for relevance, helps develop exhibits and charts, and organizes and maintains complex investigation/litigation files.

There is some lifting and transport of heavy boxes and files required as part of this position. Some travel is required.

QUALIFICATIONS REQUIRED: (All candidates must meet minimum qualification requirements as summarized below.)

Candidates must have at least 52 weeks of specialized experience at the SK-7 grade level in the federal service. SK-9 applicants may apply for competitive reassignment. Specialized experience may have been acquired in positions requiring a thorough knowledge of legal documents, court proceedings and litigation, and research using computerized systems. Your application must show progressively responsible specialized work experience that is typically in or directly involves:

- Providing substantive legal research and analytical assistance to legal staff, including reviewing and evaluating information in litigation or investigation files, and participating in interview and preparation of witnesses.
- Preparing routine legal papers, such as affidavits of service, subpoenas, document requests, etc.
- Assisting in the development of detailed exhibits and charts; organizing complex investigation or litigation files.
- Assisting attorneys in all aspects of conducting investigations.

QUALITY RANKING FACTORS

Quality ranking factors are used to ascertain the extent of your knowledge, skills and abilities as related to the specialized experience. If you do not address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating. These factors also will determine whether you will place among the top ranked candidates to be referred for interview.

1. Demonstrated experience organizing and maintaining automated and other files in complex investigations and litigation.
2. Demonstrated experience preparing routine court papers, such as affidavits of service, notices of deposition, subpoenas, discovery requests, etc.; writing memoranda or reports to present and explain findings and support recommendations and conclusions.
3. Demonstrated experience using computerized and other legal research tools to identify, locate and summarize pertinent statutes, court decisions and other legal documents.

4. Demonstrated experience preparing written summaries of witness testimony and depositions.

HOW TO APPLY

Candidates must provide all information requested by this job announcement, and submit:

1. A separate sheet that clearly addresses the specific Quality Ranking Factors.
2. A copy of your most recent performance appraisal if you are a current SEC or Federal employee.
3. A copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status and your grade and step. Your last promotion or within grade increase is best.
4. A copy of a DD-214 if intending to qualify via status as a Preference Eligible Veteran. *Please see the second paragraph below for information related to this option.*
5. Personal Information Sheet (optional).

EVALUATION OF CANDIDATES

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criteria established for the position. A well-qualified displaced employee will be referred before any other qualified candidates.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are also strongly encouraged to apply.

IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION. None of these forms will be subsequently lent or returned to applicants.

“Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.”

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources and Administrative Services, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OHRAS, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

WHERE TO SEND APPLICATION

U.S. Securities and Exchange Commission
6432 General Green Way
Alexandria, Virginia 22312
Attention: Buddy Smallwood
FAX: 703-914-0556

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: <http://www.sec.gov/jobs.shtml>

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodations will be on a case-by-case basis.